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CONFIDENTIAL

18 July 1958
BUDGET - 65
FINANCE - 81
FISCAL - 74
FAS - 68
MRD - 41
TAS - 84

COMPTROLLER INSTRUCTION NO. 62

SUBJECT: General - Contacts With Other Government Agencies

Specific - Approval Required Prior to Liaison Contacts With Officials of Other Government Agencies

PURPOSE

The purpose of this Instruction is to set forth the procedure to be followed for obtaining approval to make liaison contacts with officials of other Government agencies.

2. PROCEDURE

The procedure for requesting liaison contact clearances is as follows:

a. Routine Requests

(1) At least one month prior to the date that liaison contact is to be made the requestor should prepare a Form No. 123, Request For Approval of Liaison, in quintuplicate (copy attached).

NOTE: When preparing Form No. 123 care should be taken to insure that all information regarding the non-CIA employee is accurate, e.g., the spelling of the name, phone number, etc.

Emergency liaison contact clearances may be requested from the Employee Activity Branch PSD/OS by the Division

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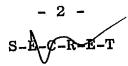
or Staff Chief by telephone. Such clearances will be obtained in two to three days on an ad hoc basis; however, if contact clearances so granted are to be on a continuing basis a formal request shall be submitted as outlined in paragraph 2a, above.

- 3. PERIOD OF VALIDATION OF APPROVALS
- a. Security Office approval of contact liaison requests received on Form No. 123 are valid for one year from date of such approval. Approvals made on an ad hoc basis are valid for three or four meetings when such meetings pertain to one subject.
- b. Each Division or Staff should periodically review its contact liaison approvals for renewal as required.

25X1A

E. R. SAUNDERS Comptroller

Attachment:



Approved For Release 2000/08/04 : CIA-RDP78-05244A000300010025-7

REQU	EST FOR APPROVA	L OF LIAIS	BON	DATE	
TO : Chief, Empl	oyee Activity E	Branch, PS	D/OS		
THROUGH: 1.			2. Chief, C	Official Cover & 1	Liaison/CCB/FI
The following contact		reported requested	to be effectiv	one-time on a continu	ne ling basis:
	EMPLOYEES			NON-CIA EMPLOYE	
NAME	EXT.	OFFICE	NAME (Last)	(First) (Initia	1) RANK
NAME	EXT.	OFFICE	TITLE		
NAME	EXT.	OFFICE	ORGANIZATION		
NAME	EXT.	OFFICE	BUSINESS ADDRI	ESS	
NAME	EXT.	OFFICE			·
NAME	EXT.	OFFICE			PHONE
CLASSIFICATION OF MATTER TO	SECRET	CONFIDEN	TI AL U	IN CLASSIFIED	
OFFICE/DIVISION/STA	FF EXT.	SECURITY	ABBROVAL	AUTHORIZED SIGNATURE	:
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